



Controller *John Chiang*

California State Controller's Office

Applicants with disabilities who need reasonable accommodations, such as a Sign Language interpreter, a reader, or assistance attending an interview please call (916) 323-3055. For Voice / Relay Services, please call: 711.

Position:

(5012) Associate Accounting Analyst - Bureau of Accounting and Consulting

Position #:

051-420-4588-187

Salary Range:

\$4,711 – \$5,900

Issue Date:

10/14/2014

Contact:

Sarah Loya, (916) 322-3351

Location:

Accounting & Reporting
3301 C Street, Suite 740
Sacramento, CA 95816

Final Filing**Date:**

October 27, 2014

Application Information:

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/SURPLUS candidates will be given priority.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit a Std.678 State Application and Resume to:

State Controller's Office
ATTN: Sarah Loya
3301 C Street, Suite 740
Sacramento, CA 95816

Looking for a job that you can feel passionate about? Looking for work in an inviting work environment? If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further! The Office of the State Controller (SCO) is the destination Constitutional employer within the State of California.

Applications will be screened and only the most qualified will be interviewed.

The selected candidate considered for the advertised position will be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

Applicants are required to submit their college transcripts and/or diploma with the application. Applications without this documentation may be rejected.

Scope of Position:

Under the general supervision of the Accounting Administrator I (Supervisor), and utilizing a knowledge of the laws, fiscal accounting rules and regulations contained in the State Administrative Manual, the Uniform Codes Manual, governmental accounting principles, and the State Controller's Office procedures, the incumbent will be required to maintain accounting control records of the State's Central Control Accounting System and to perform analytical functions related to fund accounting activities.

Duties and Responsibilities:

(Candidates must perform the following functions with or without reasonable accommodations.)

- Perform analyses of accounting documents submitted by state agencies.
- Analyze and maintain accounting transactions and reports processed through or received by the FISCAL system.
- Perform analyses of the Bureau's processes and forms to identify problems.
- Ensure that the existing procedures meet the requirements of the State's Central Control Accounting System and specialized fiscal control accounting records.
- Identify discrepancies and/or program deficiencies.
- Periodically analyze processes in order to develop new and/or revise existing procedures.
- Assess training needs of the section by evaluating current training

Please write “051-420-4588-187” on your application and indicate the basis of your eligibility in the job title section. Applications without this information may be rejected.

(Statewide)

materials and resulting products.

Desirable Qualifications:

- Demonstrate a high degree of initiative and analytical ability to research and analyze data; present ideas and draw sound conclusions effectively
- Strong communication skills
- Ability to work independently or as part of a team
- Knowledge and experience with Microsoft Word, Excel, Access,

and Outlook

- Strong organizational skills and a commitment to provide quality customer service
- Excellent attendance and dependability
- Ability to be flexible in response to changing workload
- Knowledge of completed Staff Work

MISSION:

Protect California's financial integrity while providing transparency and excellent service.

VISION:

Provide stewardship of public dollars while building a forward-thinking culture of continuous improvement and innovation.

The State Controller's Office is committed to providing an equal employment opportunity to all, providing reasonable accommodations, prohibiting sexual harassment and discrimination based on race, color, ethnicity, national origin, ancestry, sex (gender identity), age, disability, genetic information, religion, sexual orientation, political affiliation, marital status, pregnancy, military status, and to providing protection against retaliation. Rev. 8/12